



**Schedule Title:** Federal Supply Schedule 736-  
Temporary Administrative and Professional Staffing Services

**FSC Group:** 736

**Contract Number:** GS-07F-0238N

**Contract Period:** February 1, 2008 – January 31, 2013

**For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>**

**Contractor:** Staffing One, Inc.  
125 Clairemont Avenue, Suite 540  
Decatur, GA 30030-2504  
Phone: (404) 370-0205  
Facsimile: (404) 370-0206  
Email: [crystal@staffingone.com](mailto:crystal@staffingone.com)  
Website: [www.staffingone.com](http://www.staffingone.com)

**Contractor's Administration Source:** Crystal E. Blackwell, CSP  
President  
125 Clairemont Avenue, Suite 540  
Decatur, GA 30030-2504  
Phone: (404) 370-0205 x 223  
Email: [crystal@staffingone.com](mailto:crystal@staffingone.com)

**Business Size:** Woman-Owned Small Business

**Customer Information:**

**1a. Table of Awarded Special Item Numbers (SINs)**

<b>SIN</b>	<b>Description</b>
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736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-5	Technical and Professional Occupations

**1b. Lowest Priced Model Number and Price for Each SIN: N/A**

**1c. Hourly Rates:** All hourly rates shown are Firm Fixed Price. See the following Price List for hourly rates by Labor Category.

**2. Maximum Order\*: \$100,000 per Order**

\* If the best value selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. Minimum Order: \$100 unless the contractor agrees to accept a smaller order amount.**

**4. Geographic Coverage:**

**Preponderance of Work for Staffing One, Incorporated is Atlanta, GA SMSA.  
Wage Determination# 05-2133, Revision #8, Dated: 06/15/2010.**

**This is the baseline for the non-professional and professional positions.**

Staffing One has added the most updated SCA Wage Matrix for all Wage Determinations. All labor categories listed for the above Wage Determination (05-2133) are now also available in the locations added through the attached “ Index of Register of Wage Determinations under the Service Contract Act” as all locations are deemed included in our contract.

Service in an area **with lower SCA rates**, resulting in lower wages being paid, will have the prices for that task order discounted accordingly for the approved pricing spreadsheet (baseline).

Service in an area **with higher SCA rates**, resulting in higher wages being paid, will have to have a new pricing spreadsheet based upon the SCA rates for the area with the higher wages approved by modification by the Contracting Officer for this contract. That new pricelist will replace any existing pricelist and become the contract’s new baseline.

**5. Point(s) Of Production: N/A**

6. **Discount From List Prices:** Prices shown here are inclusive of all accepted discounts and/or markups. Prices shown as Total GSA Price are inclusive of the Industrial Funding Fee (IFF). The Industrial Funding Fee (IFF) is a separate collection mechanism and is currently set at 0.75%. The IFF is not considered part of the contractor's discount or markup since it is set by GSA and can change throughout the life of the contract.
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30
- 9a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9b. **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **Foreign Items:** None
- 11a. **Time of Delivery:** N/A
- 11b. **Expedited Delivery:** N/A
- 11c. **Overnight and Two Day Delivery:** N/A
- 11d. **Urgent Requirements:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB Point:** N/A
- 13a. **Ordering Address:** Same as contractor.

- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA Schedules homepage ([www.gsa.gov/schedules](http://www.gsa.gov/schedules)).
- 14. Payment Address:** c/o Tricom  
P.O. Box 13188  
Milwaukee, WI 53213-0188
- 15. Warranty Provision** Standard Commercial Warranty. Customer should contact Contractor for a copy of the warranty.
- 16. Export Packing Charges** Not applicable.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** (any thresholds above the micro-purchase level.)
- 18. Terms and Conditions of Rental, Maintenance, and Repair (if Applicable):**  
N/A
- 19. Terms and Conditions of Installation (if Applicable):** N/A
- 20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices (If Available):** N/A
- 20a. Terms and Conditions for Any Other Services (If Applicable):** N/A
- 21. List of Service and Distribution Points (If Applicable):** N/A
- 22. List of Participating Dealers (If Applicable):** N/A
- 23. Preventative Maintenance (If Applicable):** N/A
- 24a. Special Attributes Such as Environmental Attributes (e.g. recycled content, energy efficient, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for EIT:** N/A
- 25. DUNS Number:** 79-979-0589
- 26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:** Contractor has an Active Registration in the CCR database.



**Staffing One, Inc. Billing Rates for  
GS-07F-0238N**

24-Jun-10

Atlanta, GA, Wage Determination Number 05-2133, Revision 8, dated 6/15/2010	
Skill Category	Final GSA Price
<b>736-1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS</b>	
Accounting Clerk I	\$ 22.62
Accounting Clerk II	\$ 24.96
Accounting Clerk III	\$ 27.50
Administrative Assistant	\$ 41.51
Document Preparation Clerk	\$ 22.28
Duplicating Machine Operator	\$ 22.28
General Clerk I	\$ 22.48
General Clerk II	\$ 24.67
General Clerk III	\$ 26.28
Housing Referral Assistant	\$ 34.66
Data Entry Operator I	\$ 23.24
Data Entry Operator II	\$ 25.89
Order Clerk I	\$ 21.31
Order Clerk II	\$ 23.76
Personnel Asst. I	\$ 25.21
Personnel Asst. II	\$ 27.79
Personnel Asst. III	\$ 30.60
Rental Clerk	\$ 23.96
Secretary I	\$ 25.02
Secretary II	\$ 28.30
Secretary III	\$ 31.87
Receptionist	\$ 22.63
Test Proctor	\$ 30.14
Travel Clerk I	\$ 22.99
Travel Clerk II	\$ 24.78
Travel Clerk III	\$ 26.43
Word Processor I	\$ 22.41
Word Processor II	\$ 24.71
Word Processor III	\$ 27.23
Survey Worker ( Interviewer)	\$ 27.36
Call Center Staff - Inbound	\$ 23.99
<b>736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS</b>	
Computer Operator I	\$ 28.03
Computer Operator II	\$ 30.94
Computer Operator III	\$ 34.08
Computer Operator IV	\$ 37.49
Computer Operator V	\$ 41.14
<b>736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS</b>	
Contract Specialist I	\$ 32.77
Contract Specialist II	\$ 39.53
Contract Specialist III	\$ 47.32
Contract Specialist IV	\$ 61.21
Contract Specialist V	\$ 84.57
Engineering Technician II	\$ 31.04
Engineering Technician III	\$ 33.00
Engineering Technician IV	\$ 38.55
Engineering Technician V	\$ 46.36
Underwriter II	\$ 31.31
Underwriter III	\$ 36.45
Underwriter IV	\$ 40.95

**Administrative, Clerical, & Engineering Support Occupations**  
**Skill Category/Position Descriptions**

**SIN 736-1**

- Accounting Clerk I - 1+ year of accounting experience, light A/P & A/R experience. Data Entry-5000 KPH
- Accounting Clerk II - 1-2 years of accounting experience in A/P, A/R and General Ledger. Data Entry-7500 KPH.
- Accounting Clerk III - 3-5 years of accounting experience, Associates Degree. 1-2 yrs experience in Excel, some supervisory exp.
- Accounting Clerk IV - 5+years of accounting experience. Bachelor's Degree in Accounting. 1-2 yrs+ Supervisory exp. Advanced Excel/Lotus skills.
- Document Preparation Clerk - 2+ years experience in MS Office Suites, typing of 40+wpm; Knowledge of boilerplate documents and specific file preparation.
- Duplicating Machine Operator - 2+years verified experience in Mail/Copy center, duplication certification from Xerox, Lanier or IKON preferred; Ability to work within deadline specifications.
- Film/Tape Librarian - 3+years of verified video duplication and archival experience required.
- General Clerk I - 1-2 years of alpha/numeric filing experience. Ability to work with large volume of files. Light 10-key experience.
- General Clerk II - 2-4 years of alpha/numeric filing experience. Ability to provide customer support services. 10-key speed of 5000 KPH.
- General Clerk III - 5+years of alpha/numeric filing experience. 1-2 years of supervisory experience. 10-key speed of 7500 KPH.
- General Clerk IV - 7+ years of alpha/numeric filing experience. 2-4+ years management experience of file room. 2+ years of Customer Support.
- Housing Referral Assistant - 3-5+ years of verified Residential Property Management experience. CPM preferred. Knowledge of state/federal housing laws a must. Ability to work weekends, as requested.
- Key Entry Operator I - 2+ years experience as alpha/numeric Data Entry operator. 8000-10000 KPH required.
- Key Entry Operator II - 3-5 years + experience as alpha/numeric Data Entry operator. 10-12,000 KPH required.
- Order Clerk I - 2+years experience in Order Entry and Order Processing. Data Entry - minimum 5000 KPH.
- Order Clerk II - 3-5 years+ experience in Order Entry/Order Processing. Data Entry-7500-10000+ KPH. Some Customer Service experience.
- Personnel Assistant I - Light MS Office skills, typing 40 wpm, ability to provide intake of applications and do entry of information. Answer phones and greet visitors, as requested.



- Personnel Assistant II - Intermediate MS Office skills, typing 50 wpm, enter application information, schedule interviews. Assist Recruiter or Personnel Manager with clerical duties, as requested.
- Personnel Assistant III - Advanced MS Office skills, including Macros, typing 70+wpm, Dictaphone, if requested. Will schedule interviews. 1-2 yrs Supervisory experience.
- Personnel Assistant IV - 3-5 years of Supervisory experience in Human Resources division. Advanced MS Office skills. Will conduct interviews as needed. Will assist with Recruiting duties if requested.
- Rental Clerk - Will assist customer in completion of required paperwork for rental. 10-key skills required to calculate rental rates. Answer phones, schedule appointments.
- Secretary I - Intermediate MS Office skills, typing 50 wpm, will answer phones; send/receive faxes and mail.
- Secretary II - Intermediate to Advanced MS Office skills, typing 60-70 wpm, answer phones, send/receive faxes & mail.
- Secretary III - Advanced MS Office skills, including Macros, typing 70+wpm, Dictaphone, if requested. Will schedule meetings for Supervisor and keep Supervisor's calendar up to date. Will also have reception skills, if requested.
- Secretary IV - Advanced MS Office skills, including Macros, typing 70+wpm, Dictaphone, if requested. Will schedule meetings and update calendar for supervisor. CPS designation preferred.
- Survey Worker - 2+ years of Customer Service experience. Must have exceptional clarity in voice and diction and deal well with the public. Must obtain required information for survey.
- Switchboard Operator/Receptionist - 2-4 years experience with Call Director/Switchboard with 25-50 incoming lines. Will meet/greet public.
- Test Examiner - Will administer testing materials according to designated guidelines. 2-5 years Examiner experience.
- Test Proctor - Will assist Test Examiner in insuring that all individuals being tested begin/end on time, have necessary tools required for testing, and that no disruption of individuals being tested occurs. Assist with distribution/collection of tests.
- Travel Clerk I - General Clerical skills: filing, answer phones, light typing, some customer assistance at direction of manager.
- Travel Clerk II - 2+ years of Customer Service experience. Experience as a reservations/travel agent preferred.
- Travel Clerk III - Reservations/Travel Agency experience required - 2+years. Will assist with travel arrangements. Heavy phone contact to confirm/change travel requirements.
- Word Processor I - 2+years of MS Office or Lotus/Word Perfect software experience. Typing of 50-60 wpm. Candidate must be production-oriented in processing data.
- Word Processor II - 3-5 years of MS Office or Lotus/Word Perfect software experience. Typing 60-70 wpm. Dictaphone preferred. Production-oriented experience of 2+ yrs.



- Word Processor III - 5+ years of MS Office or Lotus/Word Perfect experience. Prefer Medical or Engineering environment experience -technical exposure. Deadline oriented.

#### **SIN 736-2**

- Computer Operator I - 2 years of experience as a Computer Operator. Resolves common operating problems. Can work as an Assistant Operator with supervision, or as a more Senior Operator.
- Computer Operator II - 3-4 years experience. Processes scheduled routines which present minimal difficult operating problems. Applies standard operating corrective procedures when needed.
- Computer Operator III - 5+ years experience as a Computer Operator. Operates system & resolves common error conditions. Diagnoses & acts on machine stoppage not fully covered by existing operating guidelines.
- Computer Operator IV - 6-9+ years experience. Adapts to a variety of non-standard problems which require extensive Operator intervention. Completed work submitted without supervisory review.
- Computer Operator V - 10+ years experience. Resolves a variety of difficult operating problems. May spend considerable amount of time away from operating station providing technical assistance to lower-level operators; will assist programmers, systems analysts, & subject matter specialists in problem resolution.

#### **SIN 736-5**

- Engineering Tech I - 2 years of experience with leading & performing duties including planning, designing, analyzing, & improving integrated work systems including personnel, materials, & equipment for use in various services.
- Engineering Tech II - 3 years of experience with leading & performing duties including planning, designing, analyzing, & improving integrated work systems including personnel, materials, & equipment for use in various services.
- Engineering Tech III - 4 years of experience with leading & performing duties including planning, designing, analyzing, & improving integrated work systems including personnel, materials & equipment for use in various services.
- Engineering Tech IV – 5-9 years of experience with leading & performing duties including planning, designing, analyzing, & improving integrated work systems including personnel, materials & equipment for use in various services.
- Engineering Tech V - 10+ years of experience with leading & performing duties including planning, designing, analyzing, & improving integrated work systems including personnel, materials & equipment for use in various services.

## **SIN 736 5 – TECHNICAL AND PROFESSIONAL OCCUPATIONS**

### **CONTRACTING SPECIALIST I**

Purchases “off-the-shelf” types of readily available commonly used material, supplies, tools, furniture, services, etc.

Transactions usually involve local retailers, wholesalers, jobbers, and manufacturers’ sales representatives.

Quantities purchased are generally small amounts, e.g., those available from local sources.

Examples of items purchased include: common stationery and office supplies; standard types of office furniture and fixtures; standard nuts, bolts, screws; janitorial and common building maintenance supplies; or common utility services or office machine repair services.

### **OR**

As a trainee, performs various clearly defined procurement tasks, designed to increase the employee’s knowledge and understanding of procurement and contracting concepts, principles, practices, and procedures. Examples of duties include: assisting in the preparation of solicitation documents; analyzing prices, discounts, and delivery dates; making procurement recommendations; and drafting simple contract provisions and supporting documentation. Work is performed under close supervision. Possess limited knowledge of FAR (Federal Acquisition Regulations) and have 1-2 years of experience.

### **CONTRACTING SPECIALIST II**

Purchases “off-the-shelf” types of standard, generally available technical items, materials, and services. Transactions may involve occasional modification of standard and common usage items, materials, and services, and include a few stipulations about unusual packing, marking, shipping, etc. Transactions usually involve dealing directly with manufacturers, distributors, jobbers, etc. Limited contract negotiation techniques may be used, primarily for developmental purposes to increase employee’s skill and knowledge.

Quantities of items and materials purchased may be relatively large, particularly in the case of contracts for continuing supply over a period of time. May be responsible for locating or promoting possible new sources of supply. Usually is expected to keep abreast of market trends, changes in business practices in the assigned markets, new or altered types of materials entering the market, etc. Examples of items purchased or under contract include: standard industrial types of hand tools, gloves, and safety equipment; standard electronic parts, components, and component test instruments; electric motors; gasoline service station equipment; PBX or other specialized telephone services; special purpose printing services; custodial services for a large building; and routine purchases of common raw materials such as standard grades and sizes of steel bars, rods, and angles. Also included at this level are buyers of materials of the



types described for Buyer 1 when the quantities purchased are large, so that local sources of supply are generally inadequate and the buyer must deal directly with manufacturers on a broader than local scale.

**OR**

In a developmental position, assists higher level buyers or contracting specialists in purchasing, and/or negotiating contracts for items, materials, or services of a technical and specialized nature. Assigned work is designed to provide diversified experience, as a background for future higher level work. Examples of duties include: reviewing requisitions and drafting solicitations; evaluating bids and the dependability of suppliers; meeting with commercial representatives; and monitoring the progress of contractors. Supervisor provides general instructions, monitors work, and reviews recommendations. Standard or routine aspects of work are performed with greater independence. Possess limited knowledge of FAR (Federal Acquisition Regulations) and have 2-3 years of experience.

**CONTRACTING SPECIALIST III**

Purchase items, materials, or services of a technical and specialized nature, usually by negotiating a standard contract based on reimbursement of costs and expenses or a fixed price ceiling. May be responsible for overseeing the post award (contract administration) functions (e.g., monitoring contract compliance, recommending action on problem situations, and negotiating extensions of delivery schedules) of such contracts. The items, while of a common general type, are usually made, altered, or customized to meet the user's specific needs and specifications. The number of potential vendors is likely to be small and price differentials often reflect important factors (quality, delivery dates and places, etc.) that are difficult to evaluate. The quantities purchased of any item or service may be large. Many of the purchases involve one or more such complications as: specifications that detail, in technical terms, the required physical, chemical, electrical, or other comparable properties; special testing prior to acceptance; grouping of items for lot bidding and awards; specialized processing, packing, or packaging requirements; export packs; overseas port differentials; etc. Is expected to keep abreast of market and product developments. May be required to locate new sources of supply. Some positions may involve *assisting* in the training or supervision of lower level buyers or clerks. Examples of items purchased include: castings; special extruded shapes of normal size and material; special formula paints; electric motors of special shape or speeds; production equipment; special packaging of items; raw materials in substantial quantities or with special characteristics; and protective services where security presents an especially significant problem. Must have general understanding of FAR (Federal Acquisition Regulations) and have 3-4 years of experience.

**CONTRACTING SPECIALIST IV**

Negotiates and/or administers purchase contracts for complex and highly technical items, materials, or services, frequently specially designed and manufactured exclusively for the purchaser. Transactions require dealing with manufacturers and often involve persuading potential vendors to undertake the manufacture of custom designed items according to complex and rigid specifications. Negotiation techniques are also frequently involved with convincing the vendor to reduce costs. Quantities of items and materials purchased are often large in order to satisfy the requirements for an entire large organization for an extended period of time. Complex schedules of delivery are often involved. Contracting specialists determine appropriate quantities to be contracted for at any given period of time and negotiate



with vendors to establish or adjust delivery schedules. The following often complicates negotiations and contract administration: requirements for spare parts, pre-production samples and testing or technical literature; patent and royalty provisions; or renegotiations of contract terms. In reviewing contracts proposals, expensive cost analysis is required to evaluate the cost of such factors as 1) numerous technical specifications, and 2) potential changes in manufacturing processes that might affect projected cost figures. These complications result in the incorporation of numerous special provisions and incentives in renegotiated contracts. In addition to the work described above, a few positions may also require supervision of a few lower level buyers, contracting specialists or clerks. (No position is included in this level solely because supervisory duties are performed.) Examples of items purchased include: special purpose high-cost machine tools and production facilities; specialized condensers, boilers, and turbines; raw materials of critically important characteristics or quality; and parts, subassemblies, components, etc., specially designed and made to order (e.g., communications equipment for installation in aircraft being manufactured; component assemblies for missiles and rockets; and motor vehicle frames). Must have general understanding of FAR (Federal Acquisition Regulations) and 4-5 years of experience.

### **CONTRACTING SPECIALIST V**

This is a senior level position for a contracting specialist with extensive government experience. Negotiates and/or administers purchase contracts for complex and highly technical items, materials, or services, frequently specially designed and manufactured exclusively for the purchaser. Transactions require dealing with manufacturers and often involve persuading potential vendors to undertake the manufacture of custom designed items according to complex and rigid specifications. Negotiation techniques are also frequently involved with convincing the vendor to reduce costs. Quantities of items and materials purchased are often large in order to satisfy the requirements for an entire large organization for an extended period of time. Complex schedules of delivery are often involved. Contracting specialists determine appropriate quantities to be contracted for at any given period of time and negotiate with vendors to establish or adjust delivery schedules. The following often complicates negotiations and contract administration: requirements for spare parts, pre-production samples and testing or technical literature; patent and royalty provisions; or renegotiations of contract terms. In reviewing contracts proposals, expensive cost analysis is required to evaluate the cost of such factors as 1) numerous technical specifications, and 2) potential changes in manufacturing processes that might affect projected cost figures. These complications result in the incorporation of numerous special provisions and incentives in renegotiated contracts. In addition to the work described above, a few positions may also require supervision of a few lower level buyers, contracting specialists or clerks. (No position is included in this level solely because supervisory duties are performed.) Examples of items purchased include: special purpose high-cost machine tools and production facilities; specialized condensers, boilers, and turbines; raw materials of critically important characteristics or quality; and parts, subassemblies, components, etc., specially designed and made to order (e.g., communications equipment for installation in aircraft being manufactured; component assemblies for missiles and rockets; and motor vehicle frames). Must have general understanding of FAR (Federal Acquisition Regulations) and 5-10 years of experience.

## **SIN 736-5**

**Pre-Closing Underwriter II** – Underwrites mortgage loan applications and evaluates loans before closing occurs in order to maximize organizational profit and minimize risk or loss. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or a related field. Familiar with standard concepts, practices and procedures within a particular field. Relies on experience and judgment to accomplish goals. Must have experience with HUD and FHA/VA underwriting/lending guidelines and must adhere to these guidelines. Typically reports to a supervisor or manager.

**Pre-Closing Underwriter III** – Underwrites mortgage loans to ensure compliance with HUD and FHA/VA market standards before closing. Communicates with Processors, Originators, and other internal and external customers. May require a bachelor's degree in area of specialty and 4-7 + years of experience in the field. Familiar with standard concepts, practices and procedures within a particular field. May be required to assist in the training of less experienced underwriters.

**Pre-Closing Underwriter IV** – Underwrites mortgage loans to ensure compliance with HUD and FHA/VA market standards before closing. Usually requires a bachelor's degree and 7-10+ years of experience. Communicates with Processors, Originators and other internal and external customers. May manage a group of less experienced underwriters. Familiar with all HUD and FHA/VA guidelines and will usually train less experience staff on changes to guidelines.

**Housing Referral Assistant** – Assist customers with housing information – both on and off –base housing. Must have knowledge of Federal Fair Housing and EEO practices. Will maintain listings of rental/sales or on-base housing applications for eligible applicants. Must have experience and be responsible for independently determining eligibility. Assist all customers with documentation required for leasing privatized of off-base housing. Performs general office duties ( filing, answering phones, PC usage to maintain and create files, typing).